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To:	Community Based Residential Facilities	CBRF-24
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From: Donna Cochems, Chief
Caregiver Regulation and Investigation Section

Cc: Susan Schroeder, Director
Bureau of Quality Assurance

<p style="text-align: center;"><u>The Wisconsin Nurse Aide Training Program & Directory Manual</u> Available On-Line</p>
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The purpose of this memo is to notify entities that train, test or employ nurse aides, that the Bureau of Quality Assurance (BQA) has developed a user-friendly on-line manual. The Wisconsin Nurse Aide Training Program and Directory Manual provides detailed information about nurse aide training and competency evaluation program regulations and the Nurse Aide Directory in Wisconsin. This manual is intended to assist nurse aide training program instructors, competency evaluation program examiners, entities and nurse aides in understanding their roles and responsibilities regarding nurse aide training and competency programs and the Wisconsin Nurse Aide Directory. It is now available at:

www.dhfs.state.wi.us/caregiver/publications/NATDMan.htm

The manual contains the most up-to-date information, based on s.146.40, Wis. Stats., and Chapter HFS 129, Wisconsin Administrative Code, in an easy to understand format. It includes the following:

- Chapter 1 – Introduction
- Chapter 2 – Nurse Aide Training
- Chapter 3 – Nurse Aide Testing
- Chapter 4 – Nurse Aide Directory
- Appendix I – Nurse Aide Training, Testing and Directory Forms
- Appendix II – State List of Nurse Aide Directories/Registries
- Appendix III – Other Programs
- Appendix IV – Suggested Resources
- Appendix V – Acronyms and Terminology

The on-line manual will not be distributed in hard copy but you may print it for your use. The Department will review the manual quarterly and update it as needed. Updated Nurse Aide Training and Testing forms will be available soon.

Website Access

To find information on Wisconsin Nurse Aide Training, Testing and the Directory, please go to www.dhfs.state.wi.us, click on “Licensing” and then on “Nurse Aide Training & Directory.” This will take you to the Nurse Aide Training and Directory site where you will find the manual, forms, rules and regulations, and contact information. You can access the Nurse Aide Training and Directory site directly at www.dhfs.state.wi.us/caregiver/NATD/NATDintro.htm.

To find information on the Wisconsin Caregiver Program, go to www.dhfs.state.wi.us, click on “Licensing” and then on “Caregiver Program” (including background checks). This will take you to the Caregiver Program site where you will find The Wisconsin Caregiver Program Manual, forms, rules and regulations, and contact information for the Wisconsin Caregiver Program. You can access the Caregiver Program site directly at www.dhfs.state.wi.us/caregiver/index.htm.

Contact Information

If you need further assistance, please contact the Wisconsin Nurse Aide Directory by phone at (608) 267-2374 or by email at WI_Nurse_Aide_Directory@dhfs.state.wi.us.

To verify the employment eligibility of a nurse aide, call the Interactive Voice Response (IVR) toll free at (877) 573-1081.

For questions regarding nurse aide training and competency testing programs in Wisconsin, call (608) 267-0467.